

Town of Los Gatos
Building Division

110 E. Main St., Los Gatos, CA 95030
(408) 354-6881 OR (408) 399-5711
www.losgatosca.gov

**On-Site
Retaining Wall
Submittal Requirements**

In order to process and expedite your request for a building permit, **please submit the items listed below and include this Checklist in your submittal.** Please ask the Counter Technicians if you have any questions. **A plan check fee will be required at submittal.**

Four (4) complete stapled (down the left side) sets of drawings 24" x 36" minimum size (larger size [up to 30"x36"] will incur \$50 oversized charge) shall include:

1. **General**

- ☐ If you were required to go through the Planning (DRC) process, **the Planning Department Conditions of Approval & accompanying letter must be permanently affixed (i.e., copied) onto the first sheet.**
- ☐ **A Compliance Memorandum shall be prepared and submitted with the building permit detailing how the Conditions of Approval will be addressed.**
- ☐ *Blueprint For A Clean Bay* sheet must be the second page (available at the Building Counter for a \$2 fee or at San Jose Blue Print).
- ☐ Wet signature on all documents by design professional(s).
- ☐ Name, title, registration number, address, and telephone number of applicable design professional(s) on each sheet.
- ☐ Cover sheet information with 2001 California Building, Mechanical, and Plumbing Codes, 2004 CEC Electrical Code, and 2001 Energy Codes, construction type, linear footage of retaining wall, lot size, FAR, scope of work, etc.
- ☐ **Grading Plans and Site Improvement Plans must be submitted under a separate package directly to the Engineering/Public Works Department at 41 Miles Ave.** Contact them at (408) 395-3460 for submittal requirements and fees.

2. **Architectural**

- ☐ Plot/Site Plan. Location of the proposed on-site retaining wall(s) and all other structures (i.e. house, detached garage) on the lot. The plot plan should show North arrow, retaining wall lengths, and top of wall (TOW) and bottom of wall (BOW) elevations.
- ☐ Retaining walls shall be clearly delineated (i.e., highlighted) on the site plan.
- ☐ Details and Notes. Provide and include the applicable construction details and notes.

3. **Structural**

- ☐ Foundation Plan
- ☐ Cross Sections
- ☐ Details and Notes

4. **Documentation**

- ☐ Soils Report. Provide two (2) copies of wet signed and stamped soils reports.
- ☐ Structural Calculations. Provide two (2) sets of wet signed and stamped calculations.

5. **Other documentation that may be necessary, but not required for submittal**

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- ☐ Special Inspection form. Form is available online or at the Building Service Counter. It must be **completely filled out and signed by person/agency who will be performing the inspection prior to permit issuance.** A separate form is required for each inspection if performed by separate inspectors.
- ☐ Santa Clara Valley Water District Permit. Required if you are doing construction within 50ft of a natural water course. Contact SCVWD at (408) 265-2600 x2253 for more information.

Notes:

- If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
- Permits can only be issued to a Homeowner (or an agent for the owner with a signed authorization) or a Licensed Contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public-right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees.

Signature:

I have read the above information and have submitted all the required information.

Signature: _____ Date: _____